



Thursday, April 14, 2022
Classified Professional Development Committee

1. Call to Order

1.01 Call to Order (Gilbert Downs)

Claudia Barragan called the meeting to order at 1:33 p.m.

2. Approval of Meeting Minutes

2.01 Approval of the Meeting Minutes (Claudia Barragan)

The minutes from the March 10, 2022 meeting were approved unanimously.

3. Review of Action Items

3.01 Review of Action Items (Claudia Barragan)

There were no action items to review.

4. Classified Senate President or Designee Reports

4.01 MC - Gabby Chacon (designee)

Gabby reported that the adhoc committee is working to book a presentation by Victor Rios. They also have a lunch planned for Classified Appreciation Week. They are working on booking speakers for that week as well as purchasing tools for Classified professionals, including Franklin Covey and Equidox.

4.02 OC - Dalia Guerrero (designee)

Dalia reported that the OC PDC approved one application for the Basic Needs Conference. The remaining professional development funds will be used towards the Classified Senate Retreat in June. A revision to the Education Master Plan called for more faculty and staff presentations at state and national conferences, which would be supported by PDC. It was also determined that one student would be part of the PDC committee to vote on professional development approvals. OC has scheduled a conference with Senator Monique Limon and Daisie Gonzalez on April 26.

4.03 VC - Jordana Ybarra-Telias

Jordana reported that VC has hired a provisional Professional Development Coordinator who will be coordinating faculty and classified events. She mentioned that she and the coordinator have been working together to overcome some of the challenges of offering professional development opportunities. Some of the challenges are to offer trainings relevant to the M&O Department and advertising the events to maximize participation. She also recommended that we create a districtwide repository of all professional development efforts.

4.04 DAC - Alexander Fredell (designee)

Alexander had nothing to report.

5. Unfinished Business

5.01 Update on HSI Speaker (Gilbert Downs)

No update.

5.02 Rescheduling for Shared Governance Training with Patti Blair (Gabby Chacon)

Gabby Chacon announced that the Shared Governance Training is scheduled with Patti Blair on Wednesday, May 4 from 2:00pm to 3:00pm. Claudia mentioned that we will have some swag to hand out to participants. Discussion ensued among the committee regarding an online database for Classified to access professional development and training resources. Ventura College has an exemplary database of professional development resources. There was a suggestion that the collection of professional development resources be compiled on each campus SharePoint. Each SharePoint link would be accessible to all Classified professionals on the District Professional Development Resources page. A link to the Vision Resource Center could also be linked to the District website. There is still the matter of who would manage the databases.

6. New Business

6.01 Districtwide/Classified Employee Recognition Program Discussion (Claudia Barragan, Gilbert Downs)

Claudia opened the Districtwide/Classified Employee Recognition Program discussion. The top idea from the committee was to create a Districtwide Kudos award program with the approval of Laura Barroso and assistance from Alexander. There is still the matter of who would take ownership of the program. There was also discussion about the name of the award. Some suggestions were Kudos, Recognition, or Woohoo Award.

6.02 Event Planning for Fall 2022

Joe Esquivel shared that a few members of his M&O staff are currently taking college classes and for the most part M&O staff are disinterested in professional development. Gilbert mentioned that his M&O department are more interested in department specific training on tools and equipment instead of general districtwide training events. We must also consider their work schedules, which vary. There was discussion regarding offering events both via Zoom and also in-person for those who feel comfortable. There was a suggestion to offer a training on Ergonomics and Chrome River.

6.03 Co-Chair Nomination

Co-Chair nominations will occur next meeting.

7. Budget

7.01 Budget Planning (Gilbert Downs)

Gilbert Downs reported that about \$600 was spent ordering last year's and this year's Classified Employee of the Year plaques. The committee will also be sponsoring both Claudia's and Gilbert's attendance to the CLI Conference. The remaining funds are designated to a speaker and swag.

8. Future Agenda Items

8.02 Classified Employee of the Year (Claudia Barragan)

9. Future Meetings

9.01 Future Meetings (Claudia Barragan)

The next meeting is May 12, 2022

10. Adjournment

10.01 Adjournment (Claudia Barragan)

The meeting was adjourned at 3:01 p.m.

11. Attendance

11.01 Attendance

Membership			Yes	No
Claudia Barragan	<i>Senior Human Resources Analyst</i>	<i>Vice Chancellor of Human Resources Designee, Committee Chair</i>	x	
Gilbert Downs	<i>College Services Supervisor</i>	<i>Classified Committee Co-Chair</i>	x	
Gabby Chacon	<i>Senior Administrative Assistant</i>	<i>MC Classified Senate President Designee</i>	x	
Dalia Guerrero	<i>Administrative Assistant</i>	<i>OC Classified Senate President Designee</i>	x	
Jordana Ybarra-Telias	<i>Program Coordinator I</i>	<i>VC Classified Senate President</i>	x	
Kelly Barton	<i>Human Resources Assistant</i>	<i>DAC Classified Senate President Designee</i>		x
Eric Lopez	<i>Custodial Supervisor</i>	<i>MC Classified Supervisor</i>		x
Linda Fa'asua	<i>Financial Aid Officer</i>	<i>OC Classified Supervisor</i>		x
Joe Esquivel	<i>Custodial Supervisor</i>	<i>VC Classified Supervisor</i>	x	
Elizabeth Thompson	<i>Accounts Payable Supervisor</i>	<i>DAC Classified Supervisor</i>		x
Maria Urenda	<i>Financial Aid Specialist</i>	<i>SEIU Chief Steward</i>		x
Michael Ashton	<i>Instructional Technologist/Designer</i>	<i>MC Subject Matter Expert</i>		x
Tracie Bosket	<i>Instructional Technologist/Designer</i>	<i>MC Subject Matter Expert</i>		x
Laura Knight	<i>Instructional Technologist/Designer</i>	<i>OC Subject Matter Expert</i>	x	
Sharon Oxford	<i>Instructional Technologist/Designer</i>	<i>VC Subject Matter Expert</i>		x
Matthew Moore	<i>Instructional Technologist/Designer</i>	<i>VC Subject Matter Expert</i>		x

Recorder: Cece Chavez